

HEADQUARTERS
EIGHTH UNITED STATES ARMY
UNIT #15236
APO AP 96205-0009

EUSA Supplement 1
to AR 930-4

30 March 1999

Service Organizations

ARMY EMERGENCY RELIEF

SUPPLEMENTATION. Further supplementation of this regulation and issuance of command and local forms are prohibited unless prior approval is obtained from HQ EUSA, ATTN: EAGA-PP, Unit #15236, APO AP 96205-0009.

AR 930-4, 30 Aug 94, is supplemented as follows:

Contents. Add Appendix B after Appendix A.

B. Contribution Matrix

Paragraph 1-1, Purpose. Add subparagraph 1-1f and paragraph 1-1.1 after subparagraph 1-1e(3) as follows:

f. This supplements AR 930-4 and prescribes responsibilities, policies and procedures for conducting the annual AER Fund Campaign within the Republic of Korea (ROK).

1-1.1, Applicability. This supplement applies to all assigned, attached and tenant units of Eighth United States Army (EUSA), and the United States (U.S.) Army elements of the United Nations Command, ROK-US Combined Forces Command (CFC) and U.S. Forces Korea (USFK).

Paragraph 5-3, Annual Campaign. Add subparagraphs 5-3b(1), (2), (3), (4), (5) and (6) after subparagraph 5-3b as follows:

(1) The EUSA Assistant Chief of Staff, G1 will--

(a) Maintain staff responsibility for oversight of yearly campaigns.

(b) Appoint an EUSA Project Officer who will serve as a liaison between AER Headquarters (HQ) and the command, prepare applicable correspondence pertaining to the campaign, coordinate training for Area Campaign Coordinators (ACCs) and AER Officers (as applicable) with the 19th Theater Army Area Command (TAACOM), and receive consolidated reports from the 19th TAACOM Project Officer.

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(c) Ensure enough campaign materials have been shipped from AER HQ to Area AER Officers to conduct yearly campaigns.

(d) Provide a weekly campaign status report to the EUSA Command Group.

(e) Provide assistance and guidance as needed.

(2) The 19th TAACOM will--

(a) Appoint a Project Officer to oversee the campaign.

(b) Task Area Commanders to appoint primary and alternate ACCs for their areas.

(c) Plan, organize and direct the campaign. Create milestones for ACCs to ensure 90 percent solicitation is obtained within three weeks of the campaign's start date.

(d) Ensure additional AER campaign materials are on-hand for ACCs.

(e) Compile weekly reports from ACCs and report information (see contribution matrix at app B) to the EUSA Project Officer starting on the second Monday of the campaign and continuing on Monday of each week until the campaign is finished.

(f) Ensure that ACCs publicize the campaign within their areas on a continuing basis.

(g) Task the Area II Campaign Coordinator to coordinate with the Public Affairs Office (PAO) to have the Commanding General (CG), EUSA be the first person to pledge to AER.

(h) Provide assistance and guidance as needed.

(3) ACCs will--

(a) Plan, organize and direct the campaign within their area. Manage distribution of campaign materials within their area and request additional materials from 19th TAACOM and the EUSA Project Officer, if required.

(b) Appoint assistant ACCs at subordinate levels of command as necessary.

(c) Ensure that units within their area appoint unit keypersons to effectively solicit all personnel within their units (normally one keyperson should be appointed for every 20 potential contributors). Create milestones for keypersons to ensure 90 percent solicitation is obtained within three weeks of the campaign's start date.

(d) On a weekly basis as a minimum, turn-in to the Area AER Officer, all copies 2 and 4 of DA Form 4908 (AER-C Allotment for Contribution to AER) for soldiers contributing by allotment, and all cash and check contributions with copy 4 of DA Form 4908. Safeguard all contributions received from keypersons.

(e) Provide receipt to keypersons of all contributions (allotment pledges, checks and cash) turned-in.

(f) Compile weekly reports for their area that reflects only the amount turned-in to the Area AER Officer that week, and current contact status, and report that information to the 19th TAACOM Project Officer starting on the first Friday of the campaign and continuing on Friday of each week until the campaign is finished.

(g) Ensure the campaign is publicized on a continuing basis--before and during the campaign. Obtain commander's personal endorsement of the campaign.

(h) Train and assist Assistant ACCs and keypersons.

(4) Keypersons will--

(a) Canvas their areas of responsibility, ensuring 100 percent of eligible contributors are contacted (at least 90 percent within the first three weeks of the campaign).

(b) Provide a receipt to all contributors utilizing DA Form 4908.

(c) On a weekly basis as a minimum, turn-in all cash and allotment pledges received weekly to their unit's ACC (for the area in which the unit is physically located, not higher HQ should their higher HQ be located in another area) and report current contact status.

(d) Ensure the campaign is publicized on a continuing basis--before and during the campaign. Obtain commander's personal endorsement of the campaign.

(5) Commanders will--

(a) Appoint an appropriate number of keypersons to adequately canvas their units.

(b) Ensure that 100 percent of eligible contributors are contacted, ensuring that at least 90 percent are contacted within the first three weeks of the campaign.

(c) Actively support the campaign.

(6) Large major subordinate commands (such as the 2d Infantry Division) of EUSA and tenant units may appoint a project officer to oversee the campaign within their unit. The project officer will receive weekly contact status and contributions from subordinate unit keypersons located within the same area. The project officer will then report a consolidated contact status and turn-in all of the contributions received that week to their ACC.

Paragraph 5-7, Campaign After-Action Report. Add the following after the last sentence in subparagraph 5-7a:

Area AER Officers will submit their after-action report through the 19th TAACOM Project Officer to the EUSA Project Officer within two weeks of the end of the campaign.

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Glossary. Add the following acronyms to Section 1, Abbreviations, in alphabetical order:

ACC(s)	Area Campaign Coordinator(s)
CFC	Combined Forces Command
CG	Commanding General
EUSA	Eighth United States Army
HQ	headquarters
ROK	Republic of Korea
TAACOM	Theater Army Area Command
U.S.	United States (of America)
USFK	United States Forces Korea

Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, EUSA, ATTN: EAGA-PP, Unit #15236, APO AP 96205-0009.

FOR THE COMMANDER:

OFFICIAL:
DANIEL S. CHALLIS
Colonel, GS
Chief of Staff

///ORIGINAL SIGNED BY///

JOHN A. HALL
Assistant Adjutant General

Appendix
B. Contribution Matrix

DISTRIBUTION:

A (1 cy only)

SPECIAL DISTRIBUTION:

2 - Cdr, USACFSC, ATTN: DACF-FSA,
Alexandria, VA 22331-0521

2 - HQs, AER, 200 Stovall St.,
Alexandria, VA 22332-0600

5 - Cdr, EUSA, ATTN: EAGA-PP,
Unit #15236, APO AP 96205-0009

30 - PPCK

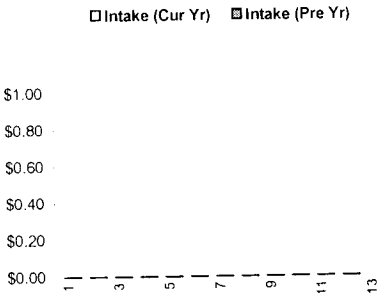
8 - EAIM-R-PM

APPENDIX B
CONTRIBUTION MATRIX

AREA I - IV
Army Emergency Relief (Year)
Week _____

Area	Potential	# of	Contact %	Cash/Check		Cash/Checks		Allotment		Allotments		Total
	Contributors	Contributors Contacted		Contributors		Total Contributed		Contributors		Total Contributed		
				AD	RET	AD	RET	AD	RET	AD	RET	
Area I												
Area II												
Area III												
Area IV												
Total												

Weekly Intake Comparison



Area I-IV Weekly Intake (Current Year)		Area I-IV Weekly Intake (Last Year)	
WEEK	TOTAL	WEEK	TOTAL
Week 1		Week 1	
Week 2		Week 2	
Week 3		Week 3	
Week 4		Week 4	
Week 5		Week 5	
Week 6		Week 6	
Week 7		Week 7	
Week 8		Week 8	
Week 9		Week 9	
Week 10		Week 10	
Week 11		Week 11	
Final		Final	

* Includes military and civilians

Area % Contacted

